



600.17 Personnel Policies & Procedures

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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Review Frequency: Annually

600.17-1 Policy

- I.** The Hendry County Sheriff's Office Human Resources Division shall maintain a current and accurate personnel record of each member of the HCSO, and provide member access to the file. Members may challenge information contained in the personnel file, and have it corrected or removed if proven inaccurate. Confidentiality of personnel records shall be as stated in Chapter 119, Fla. Stat. **(See paragraph 600.17-2 of this Directive)**
- II.** The Jail Administrator shall annually review the internal personnel policies and procedures of the Jail Division to ensure complete compliance with personnel policies and directives issued by the Sheriff's Office. HCSO policies and procedures are contained in the *HCSO Standard Operating Procedure Manual*, are reviewed on an on-going basis and revised as necessary.
- III.** HCSO written policy and procedure concerning drug-free workplace is contained in the *HCSO SOP Manual*. This directive is reviewed at least annually, and includes prohibition of the use of illegal drugs, possession of illegal drugs except in the performance of official duties, procedures for random substance testing, opportunities for treatment and counseling for drug and alcohol abuse and penalty for violation. **(See HCSO SOP Manual)**
- IV.** HCSO has employee assistance programs available for members to provide counseling for personal matters. Information on employee assistance programs offered by the HCSO is located in the *HCSO SOP Manual*.
- V.** Assessment of members on probationary status shall be completed bi-monthly; assessments for members off probationary status shall be done on an annual basis by their immediate supervisor. The performance assessment is based on defined criteria, and upon completions shall be discussed with the member. **(See HCSO SOP Manual)**

600.17-2 Personnel Records

- I.** The HCSO Human Resources Director shall establish a permanent and separate record for each member. The record shall contain the application for employment, performance assessments, awards and adverse actions, current assignment, education and training.
- II.** All personnel records shall be maintained in a physically secure area; adequately secured to prevent unauthorized entry.
- III.** Certain information in the personnel record is considered confidential as per Florida Statute 119.07, and may be released only with written consent of the member. Any HCSO member

who discloses information of a confidential nature obtained from a personnel record may be guilty of illegal conduct or conduct in conflict with HCSO regulations.

- IV. Members may review the contents of their personnel record periodically to ensure that the information contained therein is accurate and complete. Reviews should be conducted under visual observation of a member assigned to the Human Resources Division.
- V. Incorrect or misleading material may be challenged by the member by preparation of a written statement describing the information to be challenged and the specific reason why the information is believed to be incorrect. The statement shall be submitted to the Jail Administrator and forwarded to the Human Resources Division Director for review. A written decision shall be rendered to the member within 30 days of receipt by the Human Resources Division Director.
- VI. If the member is not satisfied with the decision as rendered, the member may submit the material and all relevant information to the Jail Administrator for review. The Jail Administrator will respond in writing within 30 days of receipt of the appeal.

600.17-3 Expense Reimbursement

Corrections Division members who are required to incur expenses during the official performance of their duties shall be reimbursed when the following conditions exist.

- I. The expenditure is authorized in advance, and approved in writing.
- II. Reimbursement does not exceed actual expenses incurred by the member.
- III. Reimbursement does not exceed the maximum allowed by state legislation and HCSO policy.
- IV. Requests for reimbursement are accompanied by necessary receipts and approved by the Finance Director.

600.17-4 Transfers

- I. Transfers, assignment, and selection of members within the Corrections Division, or from the Corrections Division to another Division will be determined by facility need, by HCSO need, and by the suitability of the requesting member for the transfer position.

REFERENCES

State/Federal Regulations:
§ 119.07, Fla. Stat.

FCAC:
N/A

PREA:
N/A

Forms:
N/A

Other Policy/ Procedure References:
600.00 Table of Content
HCSO SOP Manual